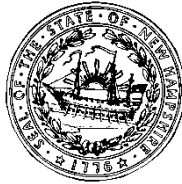


Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Bureau of Career Development
21 South Fruit St STE 20
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

REGIONAL CTE CENTER REVIEWS RENOVATION/MONITORING/NEW PROGRAM

INSTRUCTIONS FOR COMPLETING THE SELF-EVALUATION

Overview

The process for center reviews, whether it be for Monitoring, New Program requests, or Renovation projects, requires centers to assume an active role in assessing the existing status of both their programs and overarching center-wide activities.

Reviews will progress through two stages:

- Stage I includes no involvement from the bureau. Centers use the prescribed document to self-evaluate each individual program as well as center-wide structure and support. Stage 1 is completed upon submission of the self-evaluation documents to the Bureau of Career Development.
- Stage II builds upon the self-evaluations submitted in Stage 1. Bureau staff will assess the center and its' programs using the self-evaluation, in addition to documents and reports generated by the bureau. Stage II also includes bureau conducting an on-site review of the center.

Perkins monitoring reviews are required by the Federal Perkins Act, and will assist in ensuring quality CTE programs for students in New Hampshire.

New program requests must be reviewed to ensure they align with industry needs for that region and receive the appropriate feedback to ensure they are a relevant and rigorous CTE program.

Renovation program reviews provide the foundation for needed updates to CTE offerings and many times provide insight into the need for changes to the existing facility and/or the need for the addition of state-of-the-art equipment used by business and industry today and in the future.

Stage I, Regional CTE Self-Evaluation

The Regional CTE Self-Evaluation is the core document for the review of the center and programs used during Perkins monitoring, new program approval and center renovation. Use the chart below to determine appropriate *Parts* to be completed for each process and by whom they should be completed.

- *Part I, Center-Wide Evaluation*, focuses on center activities and reporting. Center-wide activities include the Regional Advisory Committee, guidance, professional development activities, and program evaluations conducted by the center.
- *Part II, Program Self-Evaluation*, focuses on particular program operations, including: community connections; program advisory committee action; size, scope and quality; program improvement; secondary/postsecondary linkages; third party assessment; improving the use of technology; and career counseling.

Self-Evaluation Document	Renovation Review	Perkins Monitoring	New Program Approval	Notes/Comments:
Part I	Yes	Yes	No, except for the Cover Page and Part 1's GRID: <i>Part I - C.11.</i>	To be completed by CTE Director in conjunction with other CTE Center staff as their involvement dictates.
Part II Complete one for each program offered.	Yes	Yes	Yes	To be completed by respective CTE Program instructors.

The overall goal of center review is improvement, regardless of whether the lines of investigation look into compliance or best practices. In general, compliance-related lines of investigation are followed in order to minimize the risk of sanctions imposed on the State or centers. *Italicized text* in the Self-Evaluation indicates which particular questions are rooted in statutes, rules, or policies. Non-italicized text indicates lines of investigation that examine current and best practices, which may include professional development, technical assistance, or the use of technology.

This self-evaluation review is not intended to be punitive in nature. Where non-compliance is uncovered by the center during the completion of the self-evaluation process, the center will have the immediate opportunity to make corrections and come into compliance prior to submission to the bureau. If non-compliance is

detected during the bureau review in Stage II or during the on-site visit in Stage II, the bureau will partner with the center to develop an improvement plan.

Beyond the significance to the State, this self-evaluation can be of great value to the individual center. Centers should view the self-evaluation as an inventory tool to identify key issues related to improvement. For this reason, the bureau encourages all centers to complete the Self-Evaluation, regardless of their scheduled Perkins monitoring or renovation year.

Schedule

Monitoring review: Center Monitoring encompasses three to six regions each State fiscal year, with each center monitored at least once every five years.

To the extent possible, reviews will be scheduled to avoid conflict or redundancies, such as:

- New or reinstated programs implemented during the five years preceding the monitoring review will not be included in the review.
- The bureau will strive to avoid conflicts with other Department of Education reviews such as school approval, or OCR reviews.
- When possible, all centers in a multi-center region will be reviewed in the same State Fiscal Year, avoiding duplicate reviews of the same region's advisory committee.

Besides scheduling reviews in proportion to financial liabilities, risk may also be managed through more impromptu monitoring. Certain events or performance issues may arise on an ad hoc basis that calls for a review. Such reviews would be inserted into the default schedule based on financial exposure, causing postponements in some cases.

Occasions where events or performance may prompt a review are relatively open-ended, including, but not limited to:

- Trends in enrollments, concentrators, or program completers;
- Performance of special populations and other demographic subgroups compared to state and local goals and performance;
- Financial performance, such as grant expenditure rates or totals;
- Excessive delays in submitting data, reports, plans, etc.

New Program Approval: New Program self-evaluation documents will be reviewed as they are submitted, providing that a New Program Letter of Intent has been submitted. Letters of Intent must be submitted no later than October 1st if a center intends to offer a new program starting in September of the following school year. Letters of Intent become null and void after one year.

The full New Program self-evaluation document binder, including evidence of established postsecondary pathways, must be received by the Career Development Bureau by January 30th for any new program where competencies have been developed, March 1st for any program new to New Hampshire for which competencies must be developed.

Renovation review: A renovation review is recommended for any center in queue within the next four years. Early identification of areas requiring attention will provide valuable renovation planning information and direction, giving appropriate time frames within which improvements can be made prior to presentation before legislative committees.

Questions related to the review processes or the self-evaluation document may be directed to:

Lisa Danley
State Director of Career & Technical Education
Bureau of Career Development
21 South Fruit Street, Suite #20
Concord, NH 03301

E-mail: lisa.danley@doe.nh.gov

Phone: 603-271-3867 or 603-419-0164